



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Staff Services Analyst  
Associate Treasury Program Officer  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2817 - \$4446 SSA  
\$4400 - \$5348 Assoc TPO

*Will consider both levels for recruitment purposes*

The analyst may perform Under the general direction of the Assistant Manager, Interim Financing Section (IFS), the incumbent analyzes complex financial and program activities of State bond programs, assists and directs staff in the Department's administering of bond funds, and makes recommendations to management. The following are the essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Reviews complex legal documents associated with the sale of bonds and ensures that documents protect the State interests and the bondholders; attends meetings; coordinates with members of the financing team to ensure a successful sale.
- Determines the amount of funds needed for interim loan payoff and other capitalized costs; determines if all required expenditure authorizations are in place for bond sales; and provides the Department of Finance with amounts needed to budget for outstanding bonds and future bond sales.
- Monitors state funded programs to ensure tax compliance and proper use of bond proceeds; processes federally regulated payments due to IRS for arbitrage and penalties from bond proceed investments; tracks investments of bond proceeds. Acts as backup for the General Obligation Tax Exempt Commercial Paper Program and Investment Agreements.
- Performs special projects of financial analysis and other duties as required.

### **DESIRABLE QUALIFICATIONS:**

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.)**

**If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-515-4223-007) next to the classification on your application/resume (i.e., [Assoc TPO 820-515-4223-007]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.**

**FINAL FILING DATE:**

Until filled.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/515/kd 04/08/09